

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Monday, January 16, 2017

Board Members Present: B. Clancy, J. Mitchell, L. Franke

Board Members Excused: S. King, R. Osgood

Others Present: D. Zadnik, A. Nizzia, C. Maricque, J. Driessen

1. Call to Order

The meeting was called to order by Vice Chair B. Clancy at 3:30 PM.

2. Action Item: Approval of December 5, 2016 Board Minutes

Motion made by J. MITCHELL, seconded by L. FRANKE, that the minutes from the December 5, 2017 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.

3. Action Item: Approval of Agenda

Motion made by J. MITCHELL, seconded by L. FRANKE, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Donations

Donations received since the last meeting were reviewed. The second payment of the Weyer's pledge for the Sensory Courtyard was noted. In addition, the De Pere Christian Outreach contribution was also discussed. A. Nizzia reported that the DePere Christian Outreach has provided donations to Syble Hopp for several years from its thrift store. In addition, DePere Christian Outreach also collects items for the school and provides clothing to our students if needed.

Motion made by J. MITCHELL, seconded by L. FRANKE, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.

5. Action Item: Payment of Bills

C. Maricque asked if there were any questions regarding the payments of bills. The first payment to CESA was mentioned.

Motion made by L. FRANKE, seconded by J. MITCHELL, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Financial Report

C. Maricque reviewed the new format of the statements. The revenue report provides information on the total revenue budget compared to revenue received and reports the total remaining revenue budget for the year. The expenditure report provides both the total remaining expenditure budget for the year and an estimated variance to the expected budget as of November compared to the actual expenditures through November. L. Franke requested to meet to further discuss the financial statements to gain a better understanding of the fund reporting.

Motion made by L. FRANKE, seconded by J. MITCHELL, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

7. Action Item: School Calendar

D. Zadnik noted that the calendar should be distributed to parents earlier in the school year, so they are able to plan for the next school year. The 2017-18 calendar is similar to the 2016-17 year. The calendar meets the requirements of DPI instructional hours. School will start on September 5th, since September 1st is a Friday. The days marked with slashes are early release days; most of which will allow for staff professional learning. Syble Hopp normally follows the West DePere School District calendar, so spring break may be different than other school districts. The holiday break is more consistent with other districts.

The date of the Holiday Program has been selected and will be added to the calendar. The Holiday Program will be December 20, 2017.

The calendar provides enough instructional hours to make up for almost three snow days. In the past teachers have approved the calendar, but this is no longer a negotiable item.

Motion made by J. MITCHELL, seconded by L. FRANKE, that the school calendar for the 2017-18 school year be approved. MOTION CARRIED UNANIMOUSLY.

8. Action Item: Hiring of staff (.2 FTE Early Childhood Teacher and .2 FTE Early Childhood Aide, January 3, 2017- June 1, 2017)

D. Zadnik indicated that this agenda item was to show that Laurie Sukowaty will fill the teacher position and Denise Madison will fill the aide position.

Motion made by J. MITCHELL, seconded by L. FRANKE, that the hiring of Laurie Sukowaty (.2 FTE EC Teacher) and Denise Madison (.2 FTE EC Aide) at Altmayer Elementary School as recommended by administration be approved. MOTION CARRIED UNANIMOUSLY.

9. Action Item: The 2015-16 Audit Report

C. Maricque mentioned that there were no correction actions or management recommendations in the 2015-16 financial audit. The combined statement of revenues report a use of fund balance due to the completion of the Sensory Courtyard capital project. Donations for the project were received in the 2014-15 school year and spent in 2015-16. The statements reported by fund can be found on page 13 and 14 which illustrate an increase of \$395,126 in the General Fund balance.

Motion made by L. FRANKE, seconded by J. MITCHELL, that the 2015-16 Audit Report conducted by Schenk and Associates be accepted. MOTION CARRIED UNANIMOUSLY.

10. Discussion Item: Administrators' Report

D. Zadnik provided an update on the memorandum of agreement with DPI for the Alternate Reporting Method (ARM) for this school year. At this time there were errors on the report, but the errors needed to be corrected by DPI. As part of this agreement, Syble Hopp will need to implement a student information system by July 1, 2017. System requirements were sent to vendors and we received four quotes from potential vendors. Two vendors were requested to provide demonstrations of their software. We will be recommending that a contract with Infinite Campus be approved by the board at the February meeting. The new system will enhance many of our current processes that are being done manually.

In addition, D. Zadnik noted that the teachers union did not recertify in December, so they cannot bargain wages. Administration is currently working on a plan to provide the teachers with an increase for the 2016-17 school year and will bring their recommendations to the February board meeting.

A. Nizzia discussed the ALICE training that was provided by members of the DePere Police Department. The final part of the Police Department's training was provided today for an active intruder. Staff stepped up and were very sensitive to their surroundings and were fast acting. A. Nizzia felt that the training helped replace staff members' anxious feelings with empowerment. In the past, there were intruder signs similar to other drills that provided locations to hide in the building. Instead, the current training taught new methods to survive by possibly fighting or doing whatever is necessary to get out of the building. The staff will continue to work on the training.

An update the Wisconsin Education Career Access Network (WECAN) was provided by A. Nizzia. There are 16 applicants for the substitute posting. The interviews for applicants have gone great.

A. Nizzia informed the board that three new students have started since the coming back from the holiday break. One of the new students has an aide provided by the district. Another student moved from Idaho to attend Syble Hopp.

11. Discussion Item: Parent Organization Report

A Nizzia provided an update for the Parent Organization. There are still nuts available for sale. The Winter Blast will be held on Friday, February 10th. The parents put on a luncheon for staff today, January 16th. In addition, included in the agenda packet was an update on the organization's goals, financials, and benefits provided by the Parent Organization Secretary that was mailed all parents.

12. Discussion Item: Administrator Search Update

J. Mitchell informed the board that the position has been posted on three different sites. Exec Connect felt there was a good response from the four focus groups which allowed them to provide a clear and accurate description of Syble Hopp. Resumes are currently being collected. The WECAN and Syble Hopp website posting have been updated to ensure applicants go to Exec Connect to complete an application. Potential applicants have also reached out to D. Zadnik.

13. Action Item: Adjournment

Prior to adjournment, L. Franke requested the February meeting be moved to February 27, 2017 and the May meeting be moved to May 8, 2017. Members present agreed upon the change. S. King and R. Osgood will be notified of the new meeting dates.

**Motion made by J. MITCHELL, seconded by L. FRANKE, to adjourn at 4:15 PM.
MOTION CARRIED UNANIMOUSLY.**